

EMPLOYMENT APPLICATION
JUNEAU COUNTY HUMAN RESOURCES
220 EAST STATE STREET, RM. 205, MAUSTON, WI 53948
(608)847-9327

POSITION APPLIED FOR _____ DATE _____

NAME _____ Social Security Number _____
Last First Middle
PRESENT
ADDRESS _____ Telephone Number _____
Street

City, State, Zip Code Alternate Number _____

Are you a United States Citizen or a Permanent Resident Alien? Yes [] No []

If not what is your immigration status? _____
(If you are hired, you will be required to submit verification of your legal right to work in the United States.)

Have you filed an application with us before? Yes [] No [] If so, when? _____

Date available to begin employment _____ Professional license/Registration _____

Please check employment preference Full time [] Part time [] Temporary []

Do you have a Driver's License? License Number _____ None [] Wisconsin [] Out-of-State []

CDL classifications _____ CDL Endorsements _____

Are you at least 18 years of age? Yes [] No []

EDUCATION

School	Name and Location of School	Major Field	Highest Grade Completed	Degree or Diploma Earned
High School		Not Applicable		
College				
Graduate				

SPECIAL SKILLS AND QUALIFICATIONS

List any other education, training, specific skills, certificates, and licenses that you possess related to this job:

List any machines or equipment that you are qualified/experienced at operating:

EMPLOYMENT HISTORY

Are you presently employed? Yes [] No []

May we contact your present employer? Yes [] No []

List any previous name(s) used in employment history. _____

Below, list your previous employment, if applicable

Company Name	Telephone	Dates of employment
Address		Job Title/Position
Supervisors Name		Salary (ending)
Describe work		Reason for leaving

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PERSONAL REFERENCES
(Do not include relatives or previous employers)

NAME	ADDRESS	BUSINESS	TELEPHONE

Have you ever been involuntarily terminated from a job before? Yes [☐] No [☐]

If yes, provide name of employer and a brief explanation of the circumstances;

Have you been convicted of a felony or a misdemeanor in the last 10-years? Yes [☐] No [☐]

If yes, when? _____

For what have you been convicted? _____

Are you subject to any pending criminal charges? Yes [☐] No [☐] If yes, please explain: _____

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements will render this application void, and if employed will result in termination. I agree that Juneau County shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application and through this process.

I also authorize pertinent companies, schools, agencies or persons to give any information requested regarding my employment, character, experience, qualifications and/or suitability for employment. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and I will not request copies of such information. In addition, a copy of this authorization is as valid as the original and should be recognized as such.

I understand that any offer of employment or continued employment, if hired, may be conditional upon passing a physical examination, including substance abuse screening. Refusal to participate will result in termination or denial of employment.

Qualified applicants receive equal consideration and no question asked is for the purpose of excluding an applicant due to age, race, religion, creed, color, handicap, marital status, sex, sexual preference, national origin, ancestry, arrest, or conviction record as prohibited by law or regulation. JUNEAU County is an EQUAL OPPORTUNITY EMPLOYER.

Signature of Applicant: _____ Date: _____

The application will remain on file for 6 months from the date of application. Incomplete applications will not be processed. Juneau County will not accept the telephone updates of applications.

JUNEAU COUNTY RELEASE OF INFORMATION
AUTHORIZATION FOR RELEASE OF INFORMATION
(for official use only, not to be released to unauthorized individuals)

Information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omission(s) may be cause for rejections or may be cause for subsequent dismissal if I am hired.

I authorize a representative of Juneau County within six months of the date on this application, to obtain information and records pertaining to me from any or all of the following sources:

1. Municipal, State or Federal law enforcement agencies
2. Selective Service System
3. Any banking Institution
4. Any place of business (purpose of obtaining credit or employment data)
5. Credit rating bureaus or institutions maintaining individual credit rating files
6. Any previous employer
7. Present employer (unless otherwise requested)
8. Personal references as provided on application
9. Any school, college, university or other educational institution
10. Any law enforcement certification or licensing board of Wisconsin or any other state

Exceptions to this blanket authorization

1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans With Disabilities Act)
2. _____
3. _____

This release is executed to authorize Juneau County, as a prospective employer, to obtain information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.

Applicant Signature

Date

INSERT TO APPLICATION FOR EMPLOYMENT WITH JUNEAU COUNTY

Return E.E.O. Guidelines with job application

Position applying for: _____

E.E.O. GUIDELINES (Optional)

In an attempt to judge the effectiveness of our recruitment efforts for affirmative action, we request that you provide the following information. This information will in no way be used in the decision to hire or promote.

Sex: Male Female

Date of Birth: _____
 Month Day Year

How do you describe yourself in the following terms: (Please check one)

American Indian/ Native American

Black/Afro American/Negro

White Caucasian

Latin American/Chicano-Puerto Rican

Mexican American/Spanish Surnamed

Oriental/Asian-American

Other _____